Research Bulletin

OF THE

National Education Association

INDEX TO VOLUME XI

1933

The *Research Bulletin* is issued by the Research Division, a section of the headquarters staff of the National Education Association. This Division was created in February, 1922, for the purpose of conducting scientific studies of special interest to members of the teaching profession.

RESEARCH DIVISION

THE NATIONAL EDUCATION ASSOCIATION
OF THE UNITED STATES

1201 Sixteenth Street, Northwest, Washington, D. C.

1 9 3 3

Education
Foxon

INDEX TO VOLUME XI

Accounting and auditing, responsibility of school board for, 37.
Administrative unit. *See* Unit of administration.
Almack, John C., quoted, 4, 17, 29.
Althaus, C. B., study cited, 71.
Ayer, Fred C., study cited, 75.
Ayres, L. P., quoted, 18.

Bachman, Frank P., study cited, 74.
Barr, A. S., study cited, 75.
Bell, Millard D., study cited, 71.
Bibliographies, basic principles of economy, 59; efficient staff, 64; for school board members, 41; management and protection of school funds, 87; school budgets, 69; school conditions, 114; school insurance programs, 83; school organization, 74; school supervision, 76; school supplies, 79; teachers salaries, 90; units of administration, 71.
Board of education. *See* School board.
Boundaries, of school districts, 13.
Broady, Knute O., study cited, 71.
Brunstetter, M. R., study cited, 82.
Budget, School, administration of, 66; adoption and execution of, 66; as instrument for economy, 66; comparison of, among school districts, 66; duties of the school board with respect to, 37; form of, 66; methods of presentation, 66; practices relating to, in cities below 100,000, 1931–32, 66, 67; reduction in cities, 107; references on, 69; standards for administering, 68; standards for distribution of school expenses, 67; standards for preparing and appraising, 66.
Building sites, selection of, 34.
Buildings, School, construction programs in cities, 109; duties of school boards with respect to, 34; selection and purchase by school board, 34; selection of sites for, 34.
Burns, Robert, quoted, 40.
Burris, Benjamin J., study cited, 70.

Capper, Arthur, quoted, 50.
Carlson, Avis D., quoted, 110.
Case, R. D., study cited, 73.
Castle, A. W., study cited, 71.
Chicago School Survey, quoted, 42.
City schools, budget decreases, 107; building programs, 109; class size, 89; curtailed opportunities, 109; defaults on indebtedness, 110; reduction in teachers' salaries, 107; salary arrears in, 108; teacher load in, 107; teachers' salaries, 1932–33, 45–55, 89; term length, 109; textbooks and supplies in, 110; trends in services since 1931, 112; trends in, by regions, 112; tuition charges in, 110; unpaid salaries in, 107.
Clark, Harold F., study cited, 66, 78.
Class size, and teacher load, 88; in city schools, 89.
Clerical services, economy in supplying, 64. *See also* Staff, Public school.
Closed schools, number and distribution in United States, 100–103.
Committee on Insurance Research, study cited, 81, 82.
Committee on School Costs, quoted, 66.
Committee on Supply Research, reference to, 79.
Contracts, superintendents', provided by laws of various states, 29.
Cook, Katherine M., study cited, 70.
Cooper, William John, quoted, 74.
Crabtree, J. W., foreword, 2, 44, 58, 94.
Cubberley, Ellwood P., quoted, 15, 19.

Daily, M. J., study cited, 75.
Damages, liability of school boards for, 11.
Dawson, H. A., study cited, 66.
Deffenbaugh, W. S., study cited, 5.
Department of Elementary School Principals, National Education Association, reference to reports on office practice and equipment, 64.
Department of Superintendence, National Education Association, reference to Eleventh Yearbook, 61; reference to Ninth Yearbook, 73.
DeYoung, C. A., study cited, 66.
Diamond, Thomas, study cited, 71.
Districts, School, as quasi-corporations, 10; boundaries of, 13; independent duties of, 14; relation to school board, 13. *See also* Unit of Administration.

Economy, as related to school organization, 73; as related to unit of administration, 70; and efficiency, 59; basic principles of, 59; budget as instrument of, 66; defined, 59; efficient staff a prerequisite for, 61; estimated and actual, resulting from insurance, 82; in buying insurance policies, 82; in care and use of school supplies, 79; in management of school supplies, 77; in the insurance program, 81; office equipment as aid to, 64; references on basic principles of, 59; supervision as means of, 75.
Education, and the school board member, 3–41; and the national welfare, 3; as a basic function, 59; as a national enterprise, 3; civic responsibility of, 59; constructive economy in, 59–90; curtailed opportunities in cities, 109; general survey of, in the United States, 95; increased responsibility of public, 95; major trends in, 1926–34, 96; objectives of, 3; policies concerning, 22; services in cities, 107; services in rural areas, 100; state control of, 12.
Engelhardt, Fred, quoted, 60.
Engelhardt, N. L., quoted, 60; study cited, 64, 66.
Enrolments, total number, high school, 96, 97; total number, public school, 96, 97.
Equipment. *See* Office equipment.
Expenditures for public schools, trends in, 96, 97.

Farrand, Wilson, study cited, 74.
Featherstone, W. B., study cited, 66.
Federal Public Works Administration, reference to, 97.
Feinstein, H. L., study cited, 77.
Fleetwood, H. L., study cited, 85.
Fowlkes, John Guy, study cited, 78.
Frasier, George W., study cited, 84.
Funds, School, collecting and managing, 84, 85; defaults on indebtedness, 110; protection of, 38, 84, 85; optimum interest on deposits, 85; references on management and protection of, 87.

Gary (Ind.) Survey, cited, 73.
Gaumnitz, W. H., study cited, 71.

Halnon, May, study cited, 75.
Halsey, H. R., study cited, 84, 85.
Heffernan, Helen, quoted, 80.
Henzlik, F. E., quoted, 72, study cited, 61, 64.
Higher education, report of expenditures for, 112.
Holmstedt, R. W., study cited, 70, 81.
Hood, J. T., study cited, 71.
Hudelson, Earl, study cited, 88.
Hunter, Fred M., study cited, 66.

Ickes, Harold L., quoted, 98.
Indiana Rural Education Survey Committee, findings cited, 64, 70.
Insurance, School, adequate appraisals, 82; economy in buying policies, 82; elimination of hazards, 81; estimated economies resulting from, 82; installing protection, 81; means of economizing in, 81–83; mutual, 82; references on, 83; self-insurance, 81; state funds for, 81; various kinds of, 82.
Ireland, Clifford J., quoted, 72.

Joint Commission on the Emergency in Education, reference to, 92.

Kersey, Vierling, study cited, 75.

Law, governing superintendents' contracts, 29; relating to school board action, 10, 11, 12.
Leaves of absence, questions of policy and administration pertaining to, 25; regulations governing, 33.
Lewis, E. E., study cited, 88.
Liability, of boards of education, 11.
Linn, H. H., study cited, 66, 85, 86.
Long, Forrest E., study cited, 71.
Lutz, Harley L., quoted, 64.

McClellan, Edward E., study cited, 70.
McGaughy, J. R., study cited, 84.
McGinnis, W. C., study cited, 61, 75.
Meetings of school board, defined, 16; order of business, 18; place of, 17; procedures in, 17.
Melchior, W. T., study cited, 82.
Moehlman, Arthur B., study cited, 66.
Mort, Paul R., study cited, 71.

Nanninga, S. P., study cited, 71.
National Advisory Committee on Education, quoted, 38.
National Conference on the Financing of Education, reference to, 92.
National Education Association, reference to publications, 25, 73, 88; reference to studies of city schools, 107; salary information service, 46, 47.
National Recovery Administration, reference to, 88.

Office equipment, as aid to economy, 64. *See also* Textbooks, equipment and supplies.
O'Shea, M. V., study cited, 74.
Overn, A. V., study cited, 64.
Personnel problems, of school boards, 27; salaries of teachers, administrative and other school officials and employees, 45–55; teacher load, 88.

Platoon school, as related to economy, 73.
Platt, Earl T., study cited, 71.
Policies of school board, direct and indirect management, 22, 23; how formed, 25; how made effective, 27; importance of, 24; interpreting to public, 27; with respect to capital outlay, 36; with respect to textbooks, equipment and supplies, 36.
Principals, School, median salaries paid, by states, in cities over 30,000 in population, 1932–33, 53; median salaries paid, by states, in cities under 30,000 in population, 1932–33, 54.
Promotions, as related to economy, 73.

Questionnaires, form used in salary survey, 55; post-card inquiry form used in rural school survey, 100.

Rating scale, for school board members, 41.
Reavis, W. C., study cited, 74.
Reeder, Ward G., study cited, 70, 81.
References, *See* Bibliographies.
Research Division of the National Education Association, reference to bulletin on salaries, 46; salary survey, 45.
Retrenchments, defined, 59; in instruction as a means of saving, 88; in staff, as related to economy, 61.
Reynolds, Annie, study cited, 76.
Richards, W. M., quoted, 72.
Richardson, G. D., study cited, 85.
Roe, Warren A., study cited, 74.
Rules and regulations, of school boards, 19.
Rural schools, as units of administration, 70; conditions in, reported by states, 111; educational services in, 100; number closed, 100–103; number failing to open, 102; number sub-code teachers, 103–105; salaries of teachers in, 105; term length in, 103, 104.

Salaries, arrears in certain states and cities, 108; interstate comparisons, 51; median, paid administrative and supervisory officers, 1932–33, 49; median, paid certain secretarial and custodial employees, 1932–33, 50; median, paid deans, department heads and vice-principals, 1932–33, 48; median, paid principals, by states, in cities over 30,000, 1932–33, 53; median, paid principals, by states, in cities under 30,000, 1932–33, 54; median, paid school employees, 1932–33, 48; median, paid teachers and principals, 1932–33, 48; median, paid teachers, by states in cities over 30,000, 1932–33, 51; median, paid teachers in cities under 30,000, 1932–33, 52; paid teachers in rural areas, 105, 106; paid teachers in the United States, 1932–33, 88, 89; reduction of, in cities, 107; sources of information on, 46, 47, 90; Special Salary Tabulations, cited, 46, 47; status of teachers in city school systems with respect to, 45–55; survey of, by Research Division, National Education Association, 45; trend of, 45; with reference to economy, 88.
Salary schedule, as policy of school board, 32; percent of cities having, 32.
Savings, defined, 59. *See also* Economy.
School board, administrative details carried out by, 23; adoption of budget, 66; as a corporation, 10; building sites selected by, 34; business practices of, in 1,000 cities, 35; concerning payment of salaries to members, 61, 64; delegation of responsibility, 61, 64; desirable qualifications of, 40; direct management by, discussed, 22; employment of superintendent by, 27; exemptions and privileges, 12; history of, 22; independent duties, 14; interpreting policies to the public, 27; joint action by two or more, 15; leadership of, 16; liability for damages, 11; meeting of, 16, 17; method of selection, 5; number of standing committees, 6; number in United States, 3; origin of, 5; policies with respect to capital outlay, 36; policy-forming function, 22–27; practices of, with respect to employees in 1,000 cities, 31; progress of, 6; qualifications of, 40; references for, 41; relation of individual members to, 7; relation of members to employees of, 8; relation of one member to another, 8; relation to local government, 13; relation to public, 9; relation to superintendent, 27, 61; relation to the state, 12; responsibility for auditing and accounting, 37; responsibility for education, 3; responsibility for protection of funds, 38; responsibility for school budget, 37; rules and regulations of, 19; salary schedule determined by, 32; self-rating scale for members, 41; size of, 5; term of office, 5; testimonials, 8; time and place of meeting, 17; transition from direct to indirect control, 23; types of procedure, 39; working with the superintendent, 29.
School board members, ethics for, 9; personal authority of, 7; qualifications, of, 40; rating scale for, 41; relation to employees of school board, 8; relation to fellow-members, 8; relation to public, 9; relation to school board, 7.
School buildings, *See* Buildings, School.
School Finance Charter, reproduced, 92.
School officers, economy in remuneration of, 61; superintendent, employment by board, 27; relation of superintendent to board, 16; salaries paid, by states, 1932–33, 53, 54. *See also* Principals, School; School board; Secretary of school board; School board members; Superintendent of schools, and similar headings.
School organization, all year schools, 74; as related to economy, 73; platoon school, 73; promotions, 73.
Scott, Cecil W., study cited, 88.
Secretary of school board, position in relation to board, 16.
Shipley, A. H., study cited, 77.
Skaaland, S. G., study cited, 82.
Smart, Thomas J., study cited, 70.
Smith, Dora V., study cited, 88.
Smith, Harry P., study cited, 82.
Soper, Wayne, study cited, 69.
Staff, Public school, adequacy, 61; bibliography, 64; efficiency of, a pre-requisite for economy, 61; leadership essential to efficiency, 61; standards and practices compared, 61, 62, 63; trends in number of teachers, principals and supervisors, 96, 97, 99.
Standards, compared with practice in certain school services, 62; for administering school budgets, 68, 69; for distribution of current school expenses, 67; number teachers compared with administrative officers, 1932–33, 62; with respect to size of class in city school systems, 1930–31, 89.
State control of education, discussed, 12.
Stevenson, P. R., study cited, 88.
Sub-code teachers, number of, 100, 103.
Superintendent of schools, employment by board, 27; legal provisions for contracts, 29; relation to the board, 16.
Supervision, School, as means of economy, 75; number of supervisors required, 75; references on, 76; types of adjustment, 75.
Supplies and equipment, School, *See* Textbooks, equipment and supplies.
Surveys, School, in cities of the United States, 26; method used with reference to salary, 45; number of school employees included in salary, 45; number of school systems included in salary, 45; of city school conditions, 107; of rural school conditions, 100.

Teacher load, as related to class size, 88; as related to economy, 88; in cities, 107; references, 90.
Teachers, distribution of rural, according to annual salaries, 106; load, as related to class size, 88; load, as related to economy, 88; number of, compared with administrative officers and other employees, 1932–33, 62; reduced salaries, 107; regulations governing leaves of absence for, 33; salaries in rural areas, 105; sub-code, 103; training and experience requirements, 32; unpaid salaries of, 107.
Terms, School, in city schools, 109; in rural areas, 100, 103, 104.
Territories, educational conditions in, 113.
Testimonials, by board members, 8.
Textbooks, equipment and supplies, duties of the school board with respect to, 36; economy in care and use of, 79; economy in selection and purchase of, 77; reduced expenditures for, 110; references on management of, 79.
Toothaker, O. H., study cited, 66.
Tuition charges, in public schools, 110.
Twente, J. W., study cited, 66, 71.

United States Bureau of Labor Statistics, study cited, 88.
United States Bureau of Standards, reference to studies of specifications, 77.
United States Office of Education, reference to publications, 25; reference to studies of city schools, 107; statement concerning platoon plan, 73.
Unit of administration, effect on school costs, 70; references on, 71; rural schools as, 70.

Waterman, Ivan R., quoted, 80.
Weglein, David E., quoted, 87.
West, J. C., study cited, 77.
Wilbur, Ray Lyman, quoted, 65.
Williams, J. Harold, study cited, 70.
Wilson, H. B., study cited, 73.
Windes, E. E., study cited, 71.
Wooden, H. Z., study cited, 71.

Young, Dale S., study cited, 84, 85.